E-Recruiting Tips for You

?   What can I do to expedite a review of management recruitments?
Here are a few tips for expediting your management recruitment. Please send the following information to Marguerite Adams (preferably by e-mail at **Marguerite.Adams@ocgov.com**) and include the Job ID# if it is already in the Virtual Application System.

- Ensure you are aware of the key competencies for the position and that these are communicated
- Check the System for current and recent recruitments to make sure that another recruitment for the same type of position with similar key competencies is not going on and that all relative lists have been exhausted/explored
- Incorporate the key competencies throughout the recruitment strategy, including the bulletin content, assessment tools used, etc.
- Use a job title that anyone in that occupation can understand
- Create a web friendly bulletin that effectively markets the position(s); this includes where you plan to include links in the bulletin (if needed CEO/HR can help create the links for you)
- Communicate your Advertising strategy (especially focusing on web resources)

Note: When you submit the above, allow approximately two days before the recruitment is scheduled to go live. However, if you would like recruitment strategy assistance or have a recruitment that is of a rush nature, contact Marguerite directly/as soon as possible at (714) 834-6199.

?   What are some common applicant needs relative to the Virtual Application System and how can I address them?

- If a user is having trouble applying for a job, first ensure that they understand how to apply.   If they need extensive help, direct the applicant to **http://www.oc.ca.gov/hr/applyn.htm**, "How to Apply for Orange County Jobs", which is under "How to Apply" on the Job Site. This will walk them through the process.
- If the applicant is receiving an error message when they try to log in, ensure that they are logging in *after* they have selected a job. Currently, the system will not allow a user to log in unless they have selected a job.
- When an applicant receives the error "*The user name exists in our database. Please try a different name."* this means that the applicant needs to use a unique User ID. The one that they typed into the text box is already taken.
- Whenever there is an issue that seems unusual, you can call Erin Hughes at (714) 834-4616 and she will assist you.

?   What is the intent of a shared recruitment?
Shared recruitments:

- Offer multiple agencies a means to work toward the same goal.
- Provide potential time and cost savings, workload balance and better results due to taking a collaborative approach.

Note: On the Virtual Application, all agencies can view and MQ the applications of a shared recruitment. **The key to successful shared recruiting is open and constant communication.** Therefore, before downloading any applications to TRAC, coordinate your work with the lead recruiting agency to ensure this is the most efficient approach. The **Office Services Professional Recruitment** is an example of a shared recruitment.

? Are there any new web resources to help us attract talent to the County?
Yes. New web resources are now more important than ever since the Employment Management Association estimates that **85%** of candidates are on the web. AIRS, a specialist in recruitment training, launched its new Job Board Directory with over 3000 links classified into hundreds of specialty areas. This site is free and can be viewed at **http://www.airsdirectory.com/jobboards**.   Other sites of interest are:

- **http://jobstar.org/socal/resource/fairs/jobfairs.htm** - local job fair listings
- **http://www.so-cal-jobs.com/html/specialinterest.cfm** - sites of special interest to job seekers
- **http://www.nctimes.com/community/edu-higher2.html** - contains information about how to contact school officials by phone, fax, in person, or over the Internet

? I have noticed that many of the jobs posted on the Virtual Application have added some color to them. What is the County's website color palette and why is it important to use a similar color scheme?
Many recruiters are starting to use HTML in their bulletins to emphasize key concepts with color, bullets, etc, to enhance their recruitment marketing strategy. Color can be used to highlight important information that otherwise might be overlooked. The primary colors are:

Colors	RGB	Web Color
	R 255 G 153 B 51	#FF9934
	R 51 G 102 B 0	#377710
	R 51 G 51 B 153	#333399

Other colors that compliment the colors above are also welcome! As a reminder, take advantage of the "Preview the job information" feature to ensure the html used in your bulletin projects an employer of choice image. If you have questions, contact Erin Hughes at **Erin.Hughes@ocgov.com** or 834-4616.

> ***Thank you for trying new and innovative techniques for County recruiting!***
> ***Special thanks to OC Sheriff's Department Recruiting Staff for this edition of***
> ***"E-Recruiting Tips for You"***

Your Virtual Application Resources:
- Feedback and Strategy
  - Marguerite Adams - **Marguerite.Adams@ocgov.com**, (714) 834-6199
- Bulletin Modifications or Deletions, Technical Support
  - Erin Hughes - **Erin.Hughes@ocgov.com**, (714) 834-4616
- TRAC Support
  - Zareen Husain - **Zareen.Husain@ocgov.com**, (714) 834-5318
- Change Social Security Number
  - Ines Lozano - **Ines.Lozano@ocgov.com**, (714) 834-6287